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| s. C/4 | BLOG PLANNING | Staff |
| Action | File U | Note and Return |
| Approval As Requested | For Clearance For Correction | Per Conversation |
| Circulate | For Your Information | Prepare Reply See Me |
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| Jun - | t know whether you | got a |
| copy of t | his or not. If not | treat |
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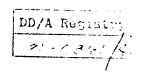
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23 April 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM

John H. Stein

Acting Deputy Director for Operations

SUBJECT

Planning for a New Building on the Headquarters

Compound

REFERENCE

DD/A 81-0361/3, Same Subject

I have designated our Information Management Staff (IMS), in coordination with the SSA/DDA, to be the DO's focal point for all matters relating to planning for the new building. Appointed to serve as DO representatives on the Building Planning

| pointed to serve as no represent | actives on the partaing training |
|----------------------------------|----------------------------------|
| Staff are | of IMS and |
| currently on detail | |
| | |
| | John H. Stein |

cc: C/CMS C/IMS IMS/MPG DDO Registry

- - - 101

DD/A 81-0361/3 27 MAR 1981

MEMORANDUM FOR: Deputy Director for Operations

FROM:

Max Hugel

Deputy Director for Administration

SUBJECT:

Planning for a New Building on the Headquarters

Compound

- 1. You will recall that one of the items I discussed with you shortly after assuming this job was the need to proceed with the planning for a new building on the Headquarters compound. I have discussed this same subject with Les and Bruce and we all agree that we need to get on with the effort.
- 2. With this in mind I tasked Jim McDonald with defining the initial tasks that need to be accomplished and with defining a structure within which to do so. I am attaching Jim's plan for your review. What we need at this point is for you to identify two full-time, senior officers to represent your interests in the soon-to-be formed Building Planning Staff. As Jim defines it, they will be responsible for gathering, analyzing, and documenting Operations Directorate requirements for a new building here at Langley. Organizationally, these officers will remain assigned with you.
- 3. Please provide the names of your two designees to Jim McDonald by 17 April 1981 so that we can get on with this important effort.

OGNIC Max Hugel

Attachment: As Stated

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